

DRAFT

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2001

NOTE:

**THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE
COMPLETED IN ACCORDANCE WITH INSTRUCTIONS
LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Roanoke Redevelopment and Housing Authority

PHA Number: VA 011

PHA Fiscal Year Beginning: (10/2001)

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☒ PHA development management offices
- ☐ PHA local offices

Display Locations for PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA web site
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2001 – 2005 [24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: (state mission here)

It is the mission of the City of Roanoke Redevelopment and Housing Authority in partnership with community organizations, agencies and local governments:

- (1) to provide housing and homeownership opportunities for low and moderate income persons;
- (2) to take a leadership role in providing programs and resources for residents that promote and encourage self-sufficiency, self-esteem and self-determination; and
- (3) to maintain a leadership role in fostering economic development and job opportunities.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☒ Apply for additional rental vouchers:

- ☒ Reduce public housing vacancies:
- ☒ Leverage private or other public funds to create additional housing opportunities:
- ☒ Acquire or build units or developments
- ☐ Other (list below)

- ☒ PHA Goal: Improve the quality of assisted housing
Objectives:
 - ☒ Improve public housing management: (PHAS score) 80
 - ☒ Improve voucher management: (SEMAP score) 90
 - ☒ Increase customer satisfaction:
 - ☒ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - ☒ Renovate or modernize public housing units:
 - ☒ Demolish or dispose of obsolete public housing:
 - ☒ Provide replacement public housing:
 - ☐ Provide replacement vouchers:
 - ☒ Other: (list below)
 Utilizing Voucher turnover for relocation of residents associated with the HOPE VI Program.

- ☒ PHA Goal: Increase assisted housing choices
Objectives:
 - ☒ Provide voucher mobility counseling:
 - ☒ Conduct outreach efforts to potential voucher landlords
 - ☒ Increase voucher payment standards
 - ☒ Implement voucher homeownership program:
 - ☒ Implement public housing or other homeownership programs:
 - ☒ Implement public housing site-based waiting lists:
 - ☐ Convert public housing to vouchers:
 - ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☒ PHA Goal: Provide an improved living environment
Objectives:
 - ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - ☒ Implement public housing security improvements:

- ☒ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☒ Increase the number and percentage of employed persons in assisted families:
- ☒ Provide or attract supportive services to improve assistance recipients' employability:
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

Obtain BOCA training for inspectors based on funding availability.

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Roanoke Redevelopment and Housing Authority has prepared this agency plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuring HUD requirements. The following statements guide the activities of the Roanoke Redevelopment and Housing Authority.

Value Statement: The Roanoke Redevelopment and Housing Authority will promote opportunity that revitalize communities and enhance the quality of life.

We Believe:

- That Public Housing will be a desirable place to live.
- That more can be done through meaningful partnership.
- That all citizens deserve opportunities to enhance their quality of life.
- That all neighborhoods benefit from social and economic diversity and must be revitalized.
- That creativity and innovation lead to success.
- That economic growth is essential for community prosperity.
- That each employee has the power to make a meaningful contribution in the lives of our customers everyday.

Mission Statement: The mission of the mission of the City of Roanoke Redevelopment and Housing Authority in partnership with community organizations, agencies and local government:

- (1) to provide housing and homeownership opportunities for low and moderate income persons;
- (2) to take a leadership role in providing programs and resources for residents that promote and encourage self-sufficiency, self-esteem and self-determination; and
- (3) to maintain a leadership role in fostering economic development and job opportunities.

Our Annual Plan is based on the premise that if we accomplish the goals and objectives that relates to our assisted housing programs, we will be working towards the achievement of our mission. The plans, statements, budget summary, and policies as they relate to our assisted housing programs, are set forth in the Annual Plan and all lead toward the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Here are just a few highlights of strategies that we will implement:

- We have adopted local preferences for working families applying for assistance under our Public Housing program.
- We have adopted and aggressive screening policy for Public Housing to ensure to the best of our ability that new admissions will be good neighbors.
- In our Section 8 Program, we will reserve the right to screen applicants to the fullest extent allowable while not taking the responsibility from the landlord. Our screening practices meet all fair-housing requirements.
- We have developed a de-concentration policy as required by the Quality Housing and Responsibility Work Act of 1998. This policy will be incorporated as part of our Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan.
- We have established a minimum rent of zero (0) for the Section 8 Program. There is a minimum rent of fifty dollars (\$50.00) established for the public housing program.
- We have established Flat Rents for Public Housing.

- We are encouraging Public Housing residents and Section 8 participants to participate in our Self-sufficiency Program (UMPH) Up-ward Mobility in Public Housing.
- We have developed a Strategic Plan for all of our Public Housing Developments to be utilized with Site-Based Management.
- We have an established Site-Based waiting list for all public housing developments owned and operated by the Authority.
- Applicants will be selected from the waiting list by preference and in order of the date and time they applied.
- We have established a pet policy of Multi-Family and Elderly high-rise developments.
- We are implementing a HOPE VI program at one of our Multi-Family Housing Developments (Lincoln Terrace).
- We have an established Homeownership program.
- We are administering a drug elimination grant and will apply for one during this fiscal year.
- We will be conducting economic development activities within the city.
 1. Acquire Land and Relocate business in conjunction with the South Jefferson Redevelopment Area Project. (Carilion Biomedical Institute Development)
 2. Renovation of 87 Apartment in the GOB Building.
- We will administer a Community Service Program for Public Housing Residents.
- We expect to issue both tax- exempt and taxable bonds for housing and economic development projects within the City of Roanoke.
- We are, in partnership with the City of Roanoke, administering a Shelter – Plus Care Program for Homeless Families.
- We will continue to administer Programs for Rehabilitation and Home Repairs.
- Research, plan and possible implementation of a Section 8 Homeownership Voucher Program.

- Sell Public Housing Scattered Site Units and replace in another location within the Roanoke Valley.
- Perform Housing Quality Standards Inspections for the Housing Opportunity Program for Persons with Aids. (Under Contract Agreement).

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	1-4
ii. Table of Contents	4-8
1. Housing Needs	8-14
2. Financial Resources	14-15
3. Policies on Eligibility, Selection and Admissions	15-24
4. Rent Determination Policies	25-29
5. Operations and Management Policies	29-30
6. Grievance Procedures	31
7. Capital Improvement Needs	32-33
8. Demolition and Disposition	34-35
9. Designation of Housing	35-36
10. Conversions of Public Housing	36-37
11. Homeownership	37-39
12. Community Service Programs	39-42
13. Crime and Safety	42-44
14. Pets (Inactive for January 1 PHAs)	44
15. Civil Rights Certifications (included with PHA Plan Certifications)	44
16. Fiscal Audit	44-45
17. Asset Management	45
18. Other Information	45-48

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

☒ Admissions Policy for Deconcentration (VA011b01)

- ☒ FY 2000 Capital Fund Program Annual Statement (VA011a01)
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☐ PHA Management Organizational Chart
- ☐ FY 2001¹ Capital Fund Program 5 Year Action Plan
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan VA011c02
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☒ Other (List below, providing each attachment name)
- Pet Policy VA011d02
- Resident Advisory Board VA011e02
- Resident Membership on Governing Board VA011f02
- RASS Follow-up Plan VA011g02
- Substantial Deviation and Significant Amendment or Modifications VA011h02
- Need Assessment of Demographic changes with Site Based Waiting Listing. VA011i02
- Statement of Progress in Meeting 5 year VA011j02
- Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance</i> ; Notice and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy (amendment to policy)	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	infestation)	
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy (amendment to policy)	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	1330	5	3	3	2	3	2
Income >30% but <=50% of AMI	1095	5	3	3	2	3	2

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income >50% but <80% of AMI	N/A						
Elderly	1674	4	3	4	2	3	2
Families with Disabilities	230	5	4	3	3	2	2
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

See Consolidated Plan For Housing Needs

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 2001
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy
("CHAS") data set
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List	
Waiting list type: (select one)	
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance
<input checked="" type="checkbox"/>	Public Housing
<input type="checkbox"/>	Combined Section 8 and Public Housing
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)
If used, identify which development/sub-jurisdiction:	

Housing Needs of Families on the Waiting List			
	# of families	% of total families	Annual Turnover
Waiting list total	S-8 566 PH 256		S-8 218 PH 222
Extremely low income <=30% AMI	S-8 482 PH 196	S-8 85% PH 77%	
Very low income (>30% but <=50% AMI)	S-8 80 PH 52	S-8 14% PH 20%	
Low income (>50% but <80% AMI)	S-8 4 PH 8	S-8 1% PH 3%	
Families with children	S-8 471 PH 196	S-8 83% PH 77%	
Elderly families	S-8 14 PH 6	S-8 2% PH 2%	
Families with Disabilities	S-8 81 PH 54	S-8 14% PH 21%	
Race/ethnicity	White Hispanic S-8 0 PH 0	White Hispanic S-8 0% PH 0%	
Race/ethnicity	Black Hispanic S-8 0 PH 0	Black Hispanic S-8 0% PH 0%	
Race/ethnicity	White Non-Hisp. S-8 117 PH 114	White Non-Hisp. S-8 21% PH 45%	
Race/ethnicity	Black Non-Hisp. S-8 444 PH 142	Black Non-Hisp S-8 78% PH 55%	
Indian/Asian	Non-Hisp. S-8 5 PH 0	Non-Hisp. S-8 1% PH 0%	
Characteristics by Bedroom Size (Public Housing Only)			
0BR	10	5%	49
1BR	100	39%	44
2 BR	104	40%	66
3 BR	28	11%	49

Housing Needs of Families on the Waiting List			
4 BR	10	4%	13
5 BR	4	1%	7
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Public Housing) Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Section 8) If yes: How long has it been closed (# of months)? 1 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program

- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☒ Seek designation of public housing for the elderly

- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicity with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicity shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☐ Funding constraints
- ☐ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$ 4,400,000	
b) Public Housing Capital Fund	\$ 2,000,000	
c) HOPE VI Revitalization	\$ 9,000,000	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$ 5,000,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$ 357,000	
g) Resident Opportunity and Self-Sufficiency Grants		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (un-obligated funds only) (list below)		
Capital Fund 1999 708	\$ 1851,232	PH Cap. Improvement
Capital Fund 2000 501	\$ 2,477,116	PH Cap. Improvement
Capital Fund 1998 707	0	
3. Public Housing Dwelling Rental Income		
	\$ 2,150,000	PH Operations
4. Other income (list below)		
Interest and misc.	\$ 268,000	PH Operations
Interest and misc.	\$	Section 8 Sup. Services
5. Non-federal sources (list below)		
Total resources		

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 3A.

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☒ When families are within a certain time of being offered a unit: (state time)
- ☐ Other: (describe)

WITHIN 30 DAYS

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☒ Other (describe) Credit Report

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☐ Community-wide list
- ☐ Sub-jurisdictional lists
- ☒ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☐ PHA main administrative office
- ☒ PHA development site management office
- ☒ Other (list below)

Selected Locations other than Roanoke Redevelopment and Housing Authority to be determined once site-based management begin.

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?10

2. ☒ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists? 10
3. ☒ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists? 10 lists until housed.
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- ☒ PHA main administrative office
 - ☒ All PHA development management offices
 - ☒ Management offices at developments with site-based waiting lists
 - ☒ At the development to which they would like to apply
 - ☐ Other (list below)
- Public Services Agencies:
- Department of Social Services
 - Health Department
 - Mental Health Services
 - League of Older Americans, etc.

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- ☒ One
 - ☐ Two
 - ☐ Three or More
- b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
- ☒ Over housed
- ☒ Under housed
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either

through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

- “1” Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ☒ “1” Working families and those unable to work because of age or disability
☐ Veterans and veterans’ families
☐ Residents who live and/or work in the jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
☒ The PHA’s Admissions and (Continued) Occupancy policy
☒ PHA briefing seminars or written materials
☒ Other source (list)
Housekeeping Handbook

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☒ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☒ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

☐ Adoption of site based waiting lists
If selected, list targeted developments below:

☒ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☐ Criminal or drug-related activity only to the extent required by law or regulation
☐ Criminal and drug-related activity, more extensively than required by law or regulation
☐ More general screening than criminal and drug-related activity (list factors below)
☒ Other (list below) We reserve the right to request criminal records.

b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☒ Criminal or drug-related activity
☒ Other (describe below)

Tenant Behavior and Payment History if record is available.
Per HUD regulations current and former landlords.
Per HUD regulations tenant current address.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☒ None
☐ Federal public housing
☐ Federal moderate rehabilitation
☐ Federal project-based certificate program
☐ Other federal or local program (list below)

- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

(3) Search Time

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Medical, Employment, Illness, Reasonable Accommodations.

(4) Admissions Preferences

- a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to sub-component **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☒ Substandard housing
- ☒ Homelessness
- ☒ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

- "1" Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- "2" Victims of domestic violence
- "3" Substandard housing
- "3" Homelessness
- "3" High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families

- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
- ☒ Other (list below)

Public Service Announcements.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? The Authority has practiced the hardship exemption policy based on regulation.

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☒ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
3. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

Flat Rent Policy

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member
- ☐ For increases in earned income
- ☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- ☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments

- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☒ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- ☒ Other (list below)

Any changes in household composition.

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
- ☒ Survey of rents listed in local newspaper
- ☒ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☒ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or sub-market
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or sub-market
- ☐ To increase housing options for families

☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

☒ Annually

☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

☒ Success rates of assisted families

☒ Rent burdens of assisted families

☒ Other (list below)

Monthly Reports

Market Rents

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

☒ \$0

☐ \$1-\$25

☐ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below) Rent is zero (0)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

☒ An organization chart showing the PHA's management structure and organization is attached.

☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1183	240
Section 8 Vouchers	945	*204
Section 8 Certificates	215	
Section 8 Mod Rehab	109	
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	360	20
Other Federal Programs(list individually)		

*Average turnover for Section 8 Programs are 17 units per month.

*Yearly average is 204.

Certificates are converting to Housing Choice Vouchers will be completed by September 30, 2001.

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
 - Maintenance Plan
 - Admissions and Continued Occupancy Policy for the Public Housing Program.
 - Resident Lease

Resident Handbook

- (2) Section 8 Management: (list below)
Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☐ PHA main administrative office
☒ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template ~~OR~~ at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) Attachment I

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template ~~OR~~ by completing and attaching a properly updated HUD-52834.

a. ☐ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- ☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☒ Yes ☐ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: Lincoln Terrace
2. Development (project) number: VA11-002
3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
☒ Revitalization Plan submitted, pending approval
☐ Revitalization Plan approved
☐ Activities pursuant to an approved Revitalization Plan underway

- ☒ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

Development to be determined.

- ☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

- ☒ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:
Scattered Public Housing Units replaced.

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “Nop”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: Lincoln Terrace
1b. Development (project) number: VA-011-002
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(10/09/96)</u>
5. Number of units affected: 145
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/99 b. Projected end date of activity: 3/20/02

Demolition/Disposition Activity Description
1a. Development name: Scattered Site Units
1b. Development (project) number: VA-011-012

2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(10/01/01)</u>
5. Number of units affected: 2
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 01/05/02 b. Projected end date of activity: 05/01/02

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: Lincoln Terrace
1b. Development (project) number: VA011-002
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (08/15/00)
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 10
7. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☒ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h)

homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Lincoln Terrace 1b. Development (project) number: VA11-2
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (07/15/2000)
5. Number of units affected: 22 6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component

12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

☒ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☒ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

☒ Yes ☐ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

Currently in the Planning Stage to implement a Section 8 Homeownership Program. Criteria not established at this point.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 09/01/99

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☒ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☒ Preference/eligibility for public housing homeownership option participation
- ☒ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self

Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Lansdowne</i>	<i>64</i>	<i>Specific Criteria</i>	<i>PHA Main Office</i>	<i>Public Housing</i>
Lincoln Terrace	52	Voluntary	Opportunity Center	Public Housing
Hurt Park	38	Voluntary		
Hunt Manor	14	Voluntary		
Jamestown Place	5	Voluntary		
Bluestone	19	Voluntary		
Indian Village	4	Voluntary		
Section 8		Voluntary		

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	N/A	N/A
Section 8	N/A	

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937
--

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- ☒ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☒ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

All Sites

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan

- ☒ Police provide crime data to housing authority staff for analysis and action
 - ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
 - ☐ Police regularly testify in and otherwise support eviction cases
 - ☒ Police regularly meet with the PHA management and residents
 - ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
 - ☐ Other activities (list below)
2. Which developments are most affected? (list below)

All Sites

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☒ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☒ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See attachment

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil Rights Certifications are included in the PHA Plan Certification of Compliance with the PHA Plans and related regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? 0
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - ☐ Not applicable
 - ☐ Private management
 - ☐ Development-based accounting
 - ☒ Comprehensive stock assessment
 - ☐ Other: (list below)
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☐ Attached at Attachment (File name)
- ☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:
- ☒ Other: (list below) Public hearing on August 13, 2001.

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☒ Other: (describe) Appointed by City Council.
- b. Eligible candidates: (select one)
- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☒ Other (list) Any head of household public housing resident

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☒ Other (list) City Council.

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (City of Roanoke Virginia).
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☐ Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The City of Roanoke and the Roanoke Redevelopment and Housing Authority will continue our efforts to affirmatively further fair housing, address housing needs, seek appropriate resources to maintain and preserve Roanoke's existing housing stock, revitalize our neighborhoods and promote and support family self-sufficiency and homeownership efforts.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Capital Fund Program Annual Statement Parts I, II, and II	VA011a02
Income Targeting	VA011b02
Drug Elimination Grant	VA011c02
Pet Policy (Multi-Family)	VA011d02
Resident Advisory Board	VA011e02
Resident Membership on Governing Board	VA011f02
RASS Follow-up Plan	VA011g02
Substantial Deviation and significant Amendment or Modifications	VA011h02
Need Assessment of Demographic Changes with Site Based waiting list	VA011i02
Statement of Progress in Meeting 5 year	VA011j02

PHA Plan Table Library

VA011a02

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (10/2001)

☒ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	.00
2	1406 Operations	501,834.00
3	1408 Management Improvements	66,900.00
4	1410 Administration	175,555.00
5	1411 Audit	2,500.00
6	1415 Liquidated Damages	.00
7	1430 Fees and Costs	327,422.00
8	1440 Site Acquisition	.00
9	1450 Site Improvement	75,000.00
10	1460 Dwelling Structures pp	1,154,345.00
11	1465.1 Dwelling Equipment-Non-expendable	75,000.00
12	1470 Non-dwelling Structures	.00
13	1475 Non-dwelling Equipment	.00
14	1485 Demolition	.00
15	1490 Replacement Reserve	.00
16	1492 Moving to Work Demonstration	.00
17	1495.1 Relocation Costs	130,614.00
18	1498 Mod Used for Development	.00
19	1502 Contingency	.00
20	Amount of Annual Grant (Sum of lines 2-19)	2,509,170.00
21	Amount of line 20 Related to LBP Activities	.00
22	Amount of line 20 Related to Section 504 Compliance	.00
23	Amount of line 20 Related to Security	.00
24	Amount of line 20 Related to Energy Conservation Measures	.00

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-Wide	Operations	1406	501,834.00
HA-Wide	Resident training	1408	25,000.00
HA-Wide	Site based management	1408	10,000.00
HA-Wide	Staff training	1408	25,000.00
HA-Wide	Contract administration training	1408	6,900.00
HA-Wide	Salaries	1410	121,055.00
HA-Wide	Benefits	1410	42,000.00
HA-Wide	Legal	1410	4,000.00
HA-Wide	Travel	1410	2,500.00
HA-Wide	Sundry	1410	6,000.00
HA-Wide	Audit	1411	2,500.00
HA-Wide	In-house inspection costs	1430	135,717.00
HA-Wide	Open-ended A&E for multiple projects	1430	100,000.00
HA-Wide	Asbestos/lead consultant	1430	91,705.00
VA11-2 Lincoln	Site lighting (244)	1450	75,000.00
VA11-2 Lincoln	Windows & screens (53)	1460	135,000.00
VA11-2 Lincoln	Doors (68)	1460	30,000.00
VA11-2 Lincoln	HVAC (246)	1460	260,000.00
VA11-2 Lincoln	Interior renovations & insulation (243)	1460	215,345.00
VA11-3 Hurt	Exhaust fans (240)	1460	60,000.00
VA11-6 Melrose	First floor ceiling tile (78)	1460	4,000.00
VA11-7 Jamestown	Gas lines (105)	1460	150,000.00
VA11-10 Indian	Gutters & downspouts (55)	1460	100,000.00
HA-Wide	Asbestos abatement (271)	1460	200,000.00
VA11-1 Lansdowne	Ranges (249)	1465.1	75,000.00
HA-Wide	Relocation	1495.1	130,614.00

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
VA11-1 Lansdowne	03/31/2003	03/31/2004
VA11-2 Lincoln	03/31/2003	03/31/2004
VA11-3 Hurt	03/31/2003	03/31/2004
VA11-5 Hunt	03/31/2003	03/31/2004
VA11-6 Melrose	03/31/2003	03/31/2004
VA11-7 Jamestown	03/31/2003	03/31/2004
VA11-8 Morningside	03/31/2003	03/31/2004
VA11-9 Bluestone	03/31/2003	03/31/2004
VA11-10 Indian	03/31/2003	03/31/2004
VA11-12 Scattered	03/31/2003	03/31/2004
HA-Wide	03/31/2003	03/31/2004

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA11-1	Lansdowne Park		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical improvements:			
Hardwired smoke detectors (84)		60,000.00	2002
Bath tubs & fixtures (176)		300,000.00	2003
Roofs (253)		200,000.00	2004
Doors (256)		34,000.00	2004
Interior plumbing repair (64)		250,000.00	2005
Upgrade electrical (63)		100,000.00	2005
Roof repair (253)		35,000.00	2005
Repairs to interior (241)		100,000.00	2005
Total estimated cost over next 5 years		1,079,000.00	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA11-2	Lincoln Terrace		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical Improvements:			
Sewage (66)		80,000.00	2002
HVAC (246)		240,000.00	2002
Windows & screens (53)		317,700.00	2002
Door assemblies & hardware (68)		66,300.00	2002
Interior renovations & insulation (243)		76,200.00	2002
Site lighting (244)		75,000.00	2005
Total estimated cost over next 5 years		855,200.00	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA11-3	Hurt Park			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical Improvements:				
Upgrade electrical (156)			50,000.00	2002
Install closet doors (74)			10,000.00	2002
Install bath fans (158)			60,000.00	2003
Total estimated cost over next 5 years			120,000.00	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA11-5	Hunt Manor		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical Improvements:			
Pave driveways and parking lots (202)		16,667.00	2002
Refrigerators (250)		30,000.00	2002
Flooring (98)		350,000.00	2003
Roofs (257)		60,000.00	2004
Exterior, porches (258)		150,000.00	2004
Total estimated cost over next 5 years		606,667.00	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA11-6	Melrose Towers		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical Improvements:			
Air ventilation (180)		15,000.00	2003
Lighting (207)		32,067.00	2003
Exterior sewer pipe repair (259)		34,000.00	2004
Plumbing repair (260)		80,000.00	2004
Repair heating (273)		90,000.00	2005
Total estimated cost over next 5 years		251,067.00	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA11-7	Jamestown Place		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical Improvements:			
Stair rails (107)		170,000.00	2002
Piping, hot water, outside air – ECM (221)		16,667.00	2003
Exterior (262)		80,000.00	2004
Total estimated cost over next 5 years		266,667.00	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA11-8	Morningside Manor		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical Improvements:			
Lighting upgrade – ECM (222)		16,100.00	2002
Retrofit exit signs – ECM (223)		1,950.00	2002
Anti-scald valves (111)		23,604.00	2003
2-speed motors – ECM (224)		25,000.00	2003
Parking lot expansion (264)		16,000.00	2004
Exterior repair (274)		95,000.00	2005
Total estimated cost over next 5 years		177,654.00	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA11-9	Bluestone Park		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical Improvements:			
Ranges (251)		18,750.00	2002
Domestic hot water – ECM (226)		3,800.00	2003
Piping, hot water, outside air – ECM (227)		3,180.00	2003
Exterior (265)		20,000.00	2004
Roofs (266)		60,000.00	2004
Total estimated cost over next 5 years		105,730.00	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA11-10	Indian Rock Village		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical Improvements:			
Repair furnace (181)		225,000.00	2002
Ranges (252)		21,250.00	2002
Basketball/walk path (18)		2,300.00	2003
Window sills (124)		1,000.00	2003
Piping, hot water, outside air – ECM (232)		18,064.00	2003
Roofs (268)		255,000.00	2004
Total estimated cost over next 5 years		522,614.00	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA11-12	Scattered Sites			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical Improvements: Roofs (270)			50,000.00	2004
Total estimated cost over next 5 years			50,000.00	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
HA-Wide	PHA wide		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Management Improvements:			
Resident training		100,000.00	2002
Site based management		40,000.00	2002
Staff training		100,000.00	2002
Contract administration training		17,000.00	2002
Physical Improvements:			
Landscaping		106,000.00	2005
Sidewalks, steps, & handrails		328,000.00	2003
Asbestos/lead abatement		485,000.00	2002
Total estimated cost over next 5 years		1,176,000.00	

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management						
Component Identification	Activity Description					
Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>

Attachment: VA011b02

**CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY**

RRHA

INCOME TARGETING POLICY

FOR PUBLIC HOUSING AND

SECTION 8 PROGRAMS

June 1999

Table Library

Approved by the PHA Board of Commissioners: June 14, 1999

Submitted to HUD:

STATEMENT OF POLICY AND OBJECTIVES

INTRODUCTION

The purpose of this policy is to establish among other things, annual requirements for admitting families with incomes below thirty percent (30%) of the area median income, related income targeting requirements, and public housing deconcentration requirements.

This policy amends Chapter 8 in the City of Roanoke Redevelopment and Housing Authority (RRHA) Admissions and Continued Occupancy Policy for Public Housing, “Tenant Selection and Assignment Plan,” and will be titled “Public Housing and Section 8 Income Targeting Policy” under Section C. It will also be an amendment to the Section 8 Administrative Plan.

INCOME TARGETING REQUIREMENTS

A. PUBLIC HOUSING

With respect to income targeting, the general rule is that in each fiscal year, at least 40 percent of the families admitted to public housing by the RRHA must have incomes that do not exceed 30 percent of the area median income.

1. FUNGIBILITY

HUD fungibility provisions allow the RRHA to admit less than 40 percent of the families with incomes below 30 percent of the median (“very poor families”) in a fiscal year, to the extent the RRHA has provided more than seventy-five (75) percent of newly available vouchers and certificates (including those resulting from turnover) to very poor families. Thus, the provision is called “fungibility” because to a limited extent, it makes the targeting requirements in public housing and tenant-based assistance interchangeable or fungible. There are three further limitations on the RRHA’s use of fungibility. Fungibility “credits” only can be used to drop the annual requirement for housing very poor families below 40 percent of newly available units in public housing, by the lowest of the following amounts:

- a. The number of units equivalent to ten (10) percent of the number of newly available vouchers and certificates in that fiscal year, or
- b. The number of units that (1) are in projects located in census tracts having a poverty rate of 30% or more, and (2) are made available for occupancy by and actually occupied in that year by very poor families; or
- c. The number of units that cause the RRHA’s overall requirement for housing very poor families to drop to 30% of its newly available units.

2. NEW RESIDENTS (PUBLIC HOUSING ADMISSIONS)

- a. New applicants will be offered units in Public Housing in one of two different application settings.
 1. Centralized waiting list. (Current system)

- a. Very low and low income families will be offered units in areas with higher income population, based on our current annual income statistics of residents residing in each development.
 - b. Higher income families will be offered units in areas with lower income population, based on our current annual income statistics of residents residing in each development.
 - c. Housing offers will be made by the Central Leasing Department.
-
- 2. Site-based waiting list. (Proposed system.)
 - a. For purposes of income mixing, on-site applicants will be referred to other developments, when family incomes are contradictory to the income mix of the development.
 - b. The on-site manager will make housing offers.
 - c. The family will retain the choice of accepting the offer.

B. SECTION 8 TENANT-BASED ASSISTANCE

With respect to Section 8 tenant-based assistance, for the RRHA in each fiscal year, not less than 75 percent of its new admissions to the program must have incomes at or below 30 percent of the area median income. The RRHA will utilize the income limits based on 30 percent of median income published each year by HUD. Other admissions must comply with eligibility limits under the current regulations (24 CFR 982.201 (b)) and law.

C. SECTION 8 PROJECT-BASED ASSISTANCE

For Section 8 project-based assistance (including moderate rehabilitation and project-based certificates), not less than 40 percent of the new admissions to a specific project must have incomes at or below 30% of the area median income.

DECONCENTRATION OF POVERTY

The RRHA is committed to providing income mixing and deconcentration of poverty by encouraging transfers of higher income tenants into lower income public housing developments and lower income tenants into higher income public housing developments.

- 1. The RRHA will deconcentrate high income and very low income families in the same area (Income Mixing) by:**
 - a. Offering incentives to higher income residents to relocate to lower income developments.**
 - b. Offering incentives to lower income residents to relocate to higher income developments.
2. The RRHA will offer incentives for families to relocate to other developments, such as:
 - a. Providing funds for moving expenses incurred by the resident.
 - b. Rent credit for one month.
 - c. Bedroom size change (diversion from Occupancy Standard.)
 - d. Free gifts.

The RRHA will encourage families to move to other developments to prevent concentration of lower or higher income families in the same development. However, the family will retain the choice of accepting the offer to move.

RECORD KEEPING

The RRHA will maintain leasing statistics by property as well as for the Authority as a whole. These statistics will be for Public Housing and Section 8 programs. This will make it possible to demonstrate the effectiveness of our plan, as well as our success in achieving a range of incomes at all properties. The records include, but are not limited to, the following:

1. Annual income for all new admissions.
2. Average family rent payment.
3. Incentives provided.
4. Families relocated to promote deconcentration/income mixing.
5. Monthly statistical information to monitor percentage compliance with HUD income targeting regulations.

REGULATORY COMPLIANCE

For compliance with the regulations for this year, the statistical analysis will be pro-rated from April 1, 1999 until September 30, 1999.

-Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$ 357,481

B. Eligibility type (Indicate with an "x") N1 X N2 R

C. FFY in which funding is requested 2000

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

STRENGTHENING PARTNERSHIPS FOR DRUG FREE COMMUNITIES - Our Prevention Programs, Scouting, the Youth Resiliency Program and the Youth Entrepreneur program will play a major role in community development through youth activities that provide character development, citizenship training and positive role models as well as adult development and employment for residents. Our Safe Neighborhood Component will foster community safety by sponsoring a Gun Buy-Back Program and continue the McGruff House Program and Safety Patrols. Intervention remains a priority and we will continue to provide crisis and family counseling for residents. We expect that drug and assault related calls for service will decline by 15% and that residents' perceptions of safety and security will increase by 20% in two years. We expect to serve 2,522 residents, to employ more residents through PHDEP programs, and to significantly impact youth living in our communities.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Lansdowne Park	300	511

Lincoln Terrace	231	217
Hunt Manor	96	221
Jamestown Place	150	418
Indian Rock Village	80	250
Melrose Towers	212	207
Morningside Manor	105	103
Bluestone Park	72	193
Hurt Park	307	315
Scattered Site	47	95

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

6 Months _____ 12 Months _____ 18 Months _____ 24 Months X _____
Other _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extension s or Waivers	Anticipated Completion Date
FY 1995					
FY 1996					
FY 1997	375,000	VA36DEP0110197	\$ 71,911.81	2/06/01	1/10/01
FY1998					
FY 1999	329,103	VA36DEP0110199	\$179,420.72		12/22/01
FY 2000	336,270	VA36DEP0110100	\$336,270.00		12/22/02

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives,

the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

STRENGTHENING PARTNERSHIPS FOR DRUG FREE COMMUNITIES

The RRHA, public housing residents and our community partners have developed an aggressive and proactive five year Public Housing Drug Elimination Plan consisting of four components designed to accomplish the following goals:

1. **CREATING SAFE NEIGHBORHOODS** - To reduce or eliminate drug-related crime and other Part I and Part II crimes associated with the drug trade by decreasing the number of guns in homes through the Gun Buy-Back Program and by increasing youth resistance to crime.
2. **STRENGTHENING PARTNERSHIPS** - To strengthen ongoing relationships with local law enforcement agencies and youth service organizations to develop risk management skills in youth, to employ and train residents to provide youth programming, and to develop career goals in youth.
3. **RISK BEHAVIOR PREVENTION** - To enhance the quality of life for residents and community vitality by providing tools for youth to avoid the pitfalls of drug/alcohol use, early sexual activity and violence.
4. **RISK BEHAVIOR INTERVENTION** - To provide alternatives to risk behaviors and promote leadership qualities through experiences and through youth empowerment.

RRHA is developing a system of evaluating process and outcome goals for our prevention and intervention programs and will continue its use through this grant cycle.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2000 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	258,000
9170 - Drug Intervention	72,000
9180 - Drug Treatment	
9190 - Other Program Costs	27,481
TOTAL PHDEP FUNDING	357,481

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9160 - Drug Prevention					Total PHDEP Funding: \$258,000		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Scouting Programs	400	1056	01/01/02	12/30/03	96,000	46,000	Youth participation, school measurements - attendance increases, grades, and fewer behavior problems. Less vandalism on sites.
2.Resiliency to Risk Factors	300	1056	01/01/02	12/30/02	30.000	8,000	Youth participation, school measurements - attendance increases, grades, and fewer behavior problems. Less vandalism on sites.
3. Boys & Girls Clubs	300	800	01/01/02	12/30/02	41,000	40,000	Youth participation, school measurements - attendance increases, grades, and fewer behavior problems. Less vandalism on sites.
4. Youth Entrepreneur Development	200	337	01/01/02	12/30/03	72,000	-	Development of a youth business; knowledge of business principles.

9170 - Drug Intervention	Total PHDEP Funding: \$72,000
---------------------------------	--------------------------------------

Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDE P Funding	Other Funding (Amount /Source)	Performance Indicators
1.Prevention Counselor	500	2757	01/01/02	12/30/03	72,000	14,000	Number of crisis visits; participation in awareness workshops; fewer incidents involving family violence.

9190 - Other Program Costs					Total PHDEP Funds: \$27,481		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Youth Programs			01/01/02	06/30/02	25,000	3,500	Number of Youth Served
1.Evaluation			01/01/01	10/30/02	0	5,000	

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120				

9130				
9140				
9150				
9160	50%	129,000	100%	258,000
9170	50%	36,000	100%	72,000
9180				
9190	100%	27,481	100%	27,481
TOTAL		192,481	100%	\$357,481

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

VA011d02

Required Attachment:

PET POLICIES

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

R R H A

PET POLICY FOR MULTI-FAMILY PUBLIC HOUSING DEVELOPMENTS OWNED AND OPERATED BY THE AUTHORITY

DECEMBER 13, 1999

APPROVED BY THE PHA BOARD OF COMMISSIONERS



PET POLICY

1. Purpose

Section 526 of the Quality Housing and Work Responsibility Act of 1998 (Public Law 105-276, 112 Statue 2461,2568) (the Public Housing Reform Act of 1998) added section 31 (captioned “Pet Ownership in Public Housing”) to the United States Housing Act of 1937 (42U.S.C. 1437z-3) (the 1937 Act). Section 31 establishes pet ownership requirements for residents of public housing other than federally assisted rental housing for elderly or persons with disabilities. Section 31(a) of the 1937 Act (captioned “Ownership Conditions”) states that:

A resident of a dwelling unit of public housing may own one (1) or more common household pets or have one (1) or more household pets present in the dwelling unit of such resident, subject to the reasonable requirements of the public housing agency, if the resident maintains each pet reasonably and in accordance with applicable State and local public health, animal control, and animal anti-cruelty laws and regulations and with the policies established in the public housing pet policy for multi-family public housing developments.

2. Common Household Pet Defined

For the purpose of this regulation the term “pet” shall mean a domesticated dog, cat, bird, fish or turtle, and no others,(i.e, no snakes, hampsters, gerbals, ferrets, rabbits, mice, iguanas, spiders, monkeys, etc). Such pet shall not weigh more than 20 pounds and shall stand not more than 15 inches high when measured at its highest point. Seeing-eye dogs are exempt from this definition.

3. Other Definitions

- (a) RRHA - The City of Roanoke Redevelopment and Housing Authority.
RRHA – Owner
- (b) Housing Manager -The RRHA Housing Manager or it’s designee.

- (c) Nuisance - An act or practice that constitutes invasion of the legal rights of another especially his/her peaceful enjoyment of the development.
- (d) Pet Owner - The resident who is financially legally, physically and otherwise responsible for the pet and its general welfare.
- (e) Development - The following locations and names of Multi-family developments owned an operated by the RRHA in the City of Roanoke.
 - 1. Lansdowne Park - 2624 Salem Turnpike, NW
 - 2. Lincoln Terrace -1801 Dunbar Street, NW
 - 3. Hurt Park - 1641 16th Street, SW
 - 4. Hunt Manor - 802 Hunt Avenue, NW
 - 5. Jamestown Place- 1533 Pike Lane, SE
 - 6. Bluestone Park – 2617 Bluestone Avenue, NE
 - 7. Indian Rock Village – 2034 Indian Village Lane, SE
 - 8. This policy also applies to the Scattered Site Public Housing Units owned and operated by the RRHA.

4. **Pet Admittance Procedure**

- (a) No apartment shall have more than **one dog or one cat**
- (b) The prospective pet owner (resident) shall contact the Housing Manager and determine if the proposed pet meets the definition set forth in Section 2 and to discuss the resident's ability to care for the pet.
- (c) The Housing Manager shall inspect the apartment of prospective pet owner. An evaluation of the condition of the apartment shall be made noting any existing damage prior to the entry of the proposed pet on the premises.
- (d) Prior to the admission of dogs and cats, the prospective pet owner shall provide the RRHA with the following:
 - (1) A refundable pet deposit to cover the cost of repairing any possible pet damage to flooring or other RRHA property, or other costs to the RRHA such as removal of the pet. The **deposit will be paid in a lump-sum payment**

before the pet is brought to the premises. The RRHA shall refund the unused portion of the pet deposit to the resident within a reasonable time after the resident moves from the development or no longer keeps a pet in the dwelling unit. **The deposit for a Dog or Cat will be Three-Hundred Dollars (\$300).**

(2) Written proof from a veterinarian stating:

(i) The pet has been vaccinated in **compliance with all laws** and, furthermore, has been inoculated against common pet diseases such as distemper. Cats shall be vaccinated for rabies. Dogs and cats must be housebroken and/or litter-trained.

(ii) The pet has been **spayed or neutered**.

(iii) If knowledgeable, a statement as to the behavior of the pet and a history of its health.

(iv) The pet is presently in good health.

(3) Proof of payment of any **licenses required by law** and that such licenses are current. Each appropriate animal will wear a tag indicating owner's name, address, and current inoculations.

(4) Dogs and cats must be on a **leash at all times and accompanied by a responsible person when outside of the unit in which they reside. Leashes shall be no longer than four (4) feet.**

(5) Proof of current inoculations against disease shall be required to be present at **each regular re-examination** or at any time requested by the RRHA. A statement from a veterinarian as to the general health of the pet and proof of valid license shall also be presented at re-examination or upon request.

(6) Residents with dogs or cats shall be required to have their apartments exterminated at least once every **six months** at the expense of the RRHA as a safeguard against fleas and other animal related pests.

(7) No apartment shall have more than **one dog or one cat.**

(8) Pet Owner shall be required to have and use a "pooper-scooper" to clean up after their pets. Cat owners shall have a litter box constructed of nonabsorbent, permanent material in their apartments, and litter shall be

changed at least twice every week. Should the pet excrete on the grounds of the development, it shall be the pet owner's immediate responsibility to remove the excretion and sanitize the area. Should an employee of the RRHA, for any reason be required to remove the excretion or sanitize the area, the pet owner shall be billed \$10.00 for services rendered. Litter, excrement, etc. will be placed and sealed in airtight plastic trash bags and deposited in the Dumpster or trashcan supplied by the City of Roanoke.

- (9) **Pet Owner shall not leave the pet unattended outside.** Should for any reason the pet be found unattended outside of the owner's apartment, the Housing Manager shall immediately have the pet impounded. It shall be the pet owner's responsibility to retrieve the pet, including the payment of all fees, fines, and / or other costs incurred in the impoundment.
- (10) Pet Owners shall **not tie pet outside** to any fixtures.
- (11) Pet Owners shall **not construct or put a doghouse** on the Multi-Family Public Housing Development.
- (12) Pet Owners shall **not put cat litter box outside** of the apartment on the Multi-Family Public Housing Development.
- (e) Prior to admission of fish, turtles or birds the prospective owner shall provide the RRHA with the following:
 - (1) **A refundable pet deposit in the amount of \$25.00 will be charged for fish,** to cover the cost of repairing any possible pet damage to flooring or other RRHA property. The deposit will be paid through an initial payment of \$25.00 before the pet is brought onto the premises.
 - (2) If knowledgeable, a statement as to the behavior of the bird and a statement that it is presently in good health.
 - (3) Acknowledgement Statement: No pet shall be permitted in any indoors public area such as rental offices, maintenance, community room, etc.
 - (4) Acknowledgement Statement: Pet owners shall refrain from subjecting other tenants to the company of their pet and shall be liable for any financial settlement between the pet owner and other residents who may bring suit for offenses against them committed by the pet. In addition, pet owners must have permission from residents before taking a pet into another resident's apartment.

- (5) Pets kept in cages shall be subject to inspection of the pet's living quarters on at least a quarterly basis by the Housing Manager. Inspections may occur more often if deemed necessary. This inspection is necessary to detect signs of pet neglect.
- (6) Pet owners shall keep their apartments in a healthful and sanitary state free of fleas, ticks, animal hair, feathers and foul odor brought about by the pet's excretion on the floors or carpets.
- (7) No apartments shall have more than one cage no larger than 18" x 18"x 30" or more than one aquarium not larger than 20 gallons.
- (8) Birds, fish and turtles will remain contained in their cage or aquarium. In the event a bird should get loose and cause damage from excrement, it shall be the owner's immediate responsibility to remove the excrement and sanitize the area. Should an employee of the RRHA for any reason be required to clean and sanitize the area, the pet owner shall be billed \$10.00 for services rendered. Litter and used cleaning cloths or materials must be sealed in airtight plastic bags and deposited in the Dumpster or trashcans provided by the City of Roanoke.

5. **All Pets**

- (1) A statement signed by the pet owner authorizing the RRHA to transfer to someone else in the event of tenant's death or inability to care for the pet. Specific instructions as to pet disposition will be honored by the RRHA where it is possible to do so.
- (2) A signed release from the pet owner holding the RRHA and its agents harmless from suit brought about (I) by acts of the pet or pet owner and (II) by the pet owner for acts of the RRHA in rendering proper care of the pet in the absence of the pet owner or his/her inability to care for the pet.
- (3) A statement signed by the prospective pet owner acknowledging that he/she has been provided with a copy of these Pet Regulations; has read and understands the Regulations and will abide by the Regulations.
- (4) Pet owners shall refrain from subjecting other tenants to the company of their pet and shall be liable for any financial settlement between the pet

owner and other residents who may bring suit for offenses against them committed by the pet. In addition, pet owners must have permission from residents before taking a pet into another resident's apartment.

- (5) Pet owners shall be responsible for providing proper care for and cleanliness of the pet, assuring that it is healthy, and for providing veterinarian care should it become ill and/or contract a contagious disease that could spread to other pets in the development.

5.6. Visiting Pets Prohibited

Nothing in these regulations shall be construed to permit pets on the development premises, which are not owned by a tenant resident in the development.

- (a) Notice of pet rule violation. If a Housing Manager determines on the basis of objective facts, supported by written statements that a pet owner has violated a rule governing the owning or keeping of pets, the Housing Manager may serve a written notice of pet rule violation on the pet owner.
 - (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated;
 - (2) State that the pet owner has 10 days from the effective date of service of the notice to correct the violation.
 - (3) State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and
 - (4) State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy or removal of pet.

~~(6)~~ (b) Pet rule violation meeting

- (1) If the pet owner makes a timely request for a meeting to discuss an alleged pet rule violation, the Housing Manager shall establish a mutually agreeable time and place for the meeting but no later than 15 days from effective date of service of the notice of pet rule violation (unless the RRHA agrees to a later date). At the pet rule violation meeting, the pet owner and Housing Manager shall discuss any alleged pet rule violation and attempt to correct it. The Housing Manager may, as a result of the meeting, give the pet owner additional time to correct the violation.
- (2) Notice for pet removal. If the pet owner and Housing Manager are unable to resolve the pet rule violation at the pet rule violation meeting, or if the

Housing Manager determines that the pet owner has failed to correct the pet rule violation within any additional time provided for this purpose under paragraph (b)(1) of this section, the RRHA may serve a written notice on the pet owner (or at the meeting, if appropriate), requiring the pet owner to remove the pet. The notice must:

- (i) ~~Contain a brief statement of the factual basis for the determination~~ and the pet rule or rules that have been violated;
- (ii) State that the pet owner must remove the pet within 10 days of the effective date of service of the notice of pet removal (or the meeting, if notice is served at the meeting); and
- (iii) State that failure to remove the pet may result in initiation of procedures to terminate the pet owner's tenancy.

~~(c) (5)~~ Initiation of Procedures to Remove A Pet or terminate the Pet Owner's Tenancy:

- (1) The Housing Manager may not initiate procedures to terminate a pet owner's tenancy based on a pet rule violation, unless (I) the pet owner has failed to remove the pet or correct a pet rule violation within the applicable time period specified in this section (including any additional time permitted by the owner) and (II) the pet rule violation is sufficient to begin procedures to terminate the pet owner's tenancy under the terms of the lease and applicable regulations.
- (2) The RRHA may initiate procedures to remove a pet at any time, in accordance with the provisions of applicable State or local law.

6.7.RRHA Administrative Responsibility

- (a) The RRHA shall assure that all pet owners adhere to these Pet Regulations in occupancy and those who shall become occupants.
- (b) The pet owners shall be billed for all damages; infestation charges and/or restoration of health standards for conditions brought about by the pet.
- (c) At the time of lease execution, the Housing Manager shall authenticate that the RRHA policy has been administered properly, rejecting any applicant desiring to have a pet who cannot fulfill the initial requirements for admittance. The applicant shall otherwise be considered for an apartment minus the approval for the pet.

- (d) During each regular inspection or other official visit by RRHA staff, the pet owner's apartment shall be reviewed in depth for any pet damages, including damage that could have been brought about by pet excretions, damage by scratching or gnawing of cabinets, doors, etc. Work orders will be issued for correction of damage and the pet owner will be billed for the costs of labor and materials for repairs. In addition to other inspections permitted under the lease, the Housing Manager may after reasonable notice to the resident and during reasonable hours, enter and inspect the premises.
- (e) The Director of Housing Management will immediately be notified of any threatened litigation or physical injury to other residents brought about by the pet owner's failure to adhere to the Pet Regulations.
- (f) The RRHA will not allow certain dogs to reside at its Multi-Family Housing Developments. Here is a list of dogs that will not be allowed:
 - 1. Doberman Pinschers
 - 2. Pit Bulls
 - 3. German Shepherds
 - 4. Rottweilers
 - 5. Great Dane
 - 6. Chow Chow
 - 7. Any Dogs mixed with the above
- (g) It is hard to determine in some cases the size that a dog will actually grow. The pet owner will be required to get rid of the pet if it grows beyond the standard in this policy.

In order to help the families decide on the type dog to get. The RRHA has attached a list of the type dogs and size that will be acceptable.

ACKNOWLEDGEMENT OF PET REGULATIONS

Date: _____

The undersigned hereby acknowledges that he has received a copy of the Pet Regulations established for the admittance and occupancy of pets at the Multi-Family Public Housing Developments owned and operated by the RRHA. The undersigned further acknowledges that he has read the Regulations, understands them and will comply with them in all respects.

Resident's Name: _____

Address: _____

Signature: _____

Housing Manager's Name: _____

PET ADMITTANCE AUTHORIZATION

Date: _____

To: _____

This is to advise that you have fully complied to the pet admittance procedures as set forth in Section 4 of the Pet Regulations. You are hereby authorized to house and maintain the following described pet at the Multi-Family Public Housing Development in which you reside as long as you and your pet are in compliance with the Pet Regulations.

Pet Description: _____

Failure to comply with the Pet Regulations shall result in the eviction of your pet and, in extreme cases, your eviction.

Housing Manager or Tenant Selection Representative

Resident Signature

PET DISPOSITION

Date: _____

The undersigned hereby authorizes the City of Roanoke Redevelopment and Housing Authority to dispose of his pet in as humane a manner as possible in the event of the undersigned's death or inability to care for his pet. Specifically, the undersigned suggests that the following be given consideration in disposing of his pet:

It is understood that the RRHA will attempt to comply with the desires of the undersigned in this matter to the extent it is able to do so and that the RRHA shall be held harmless if it is not able to partially or fully comply.

Resident: _____

Address: _____

Housing Manager _____

RELEASE

Date: _____

The undersigned, for himself, his heirs and assigns does hereby forever release, waive, quitclaim and discharge the Authority or its agents, servants, successors, residents and assigns of and from any and all claims demands, damages, actions, causes of action of liabilities of every kind or nature whatsoever for, or growing out of (1) any actions of his pet or himself with respect to his pet and (2) the RRHA's care of his pet in the absence of the undersigned or his inability to care for his pet.

Resident: _____

Address _____

Housing Manager _____

VA011e02
Required Attachment

Resident Advisory Board Membership

Name	Community
Clara Crowder	Bluestone Park
Donna Goodrich	Bluestone Park
Ella Russell	Bluestone Park
Mary Wade	Bluestone Park
Paula Murrell	Hurt Park
Lorishannon	Hurt Park
Vivian Harris	Hunt Manor
Sandra Sisk	Hunt Manor
Emery Hedgecock	Indian Rock Village
Rachel Hill	Indian Rock Village
Marvin Alexander	Jamestown Place
Stephanie Miller	Jamestown Place
Rufus Moore	Jamestown Place
James Myers	Jamestown Place
Melinda Sykes	Jamestown Place
Kim Heyward	Lansdowne Park
Shirley Kasey	Lansdowne Park
Sarah Powell	Lansdowne Park
Karen Rudd	Lansdowne Park
Bessie Bond	Lincoln Terrace
Carolyn Bumbry	Lincoln Terrace
Jackie Bush	Lincoln Terrace
Florine Brown	Lincoln Terrace
Dominiqu Brinchfield	Lincoln Terrace
Troy Eustache	Lincoln Terrace
Vivian Guthrie	Lincoln Terrace
James Bumbry	Lincoln Terrace
Donna Dudley	Lincoln Terrace
Brenda Petty	Lincoln Terrace
Sandra Archambo	Melrose Towers
Josephine Mack	Melrose Towers
Claudia Butts	Melrose Towers
Irene Crockett	Melrose Towers
Minnie Hill	Melrose Towers
Hazel Hopkins	Melrose Towers
Joanne Hunter	Melrose Towers

Marion Johnson	Melrose Towers
Virginia Spangler	Melrose Towers
Norma Stump	Melroe Towers
Billy Carter	Morningside Manor
Lola Gill	Morningside Manor
Christine Waldron	Morningside Manor
Dot Austin	Morningside Manor
Russell Collins	Morningside Manor
Bonnie Johnson	Morningside Manor
Valerie Turner	Morningside Manor
Pat Atkins	Morningside Manor
Chris Clark	Morningside Manor
Barbara Parrish	Morningside Manor

VA011f02

Required Attachment

ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESIDENT MEMBERSHIP ON THE RRHA'S GOVERNING BOARD

- Resident Commissioners are appointed for a term of no more than 4 years and there is a limit of three terms that a commissioner may be appointed.
- All Commissioners include a resident can be appointed for three (3) terms.
- All commissioners are appointed by Roanoke's City Council.
- Currently there is one resident commissioner, Mrs. Carolyn Bumbry who reside at the Lincoln Terrace Housing Development.
 - Mrs. Bumbry has been a member of the governing board for 10 years.
- This reside is a former president of the resident Council at the Lincoln Terrace Housing Development.

VA011g02

Required Attachment:

RASS FOLLOW UP PLAN

This follow-up Plan is a supplement to the Annual Plan. It will be retained in the Roanoke Redevelopment and Housing Authority office for three years and be available to review by a HUD Auditor.

12/17/01

Developments with below average scores for Safety and Appearance

Lansdowne: Safety – 57 Appearance – 54

Hurt Park: Safety – 61 Appearance – 43

Hunt Manor: Safety – 63 Appearance – 56

Jamestown: Safety - 67 Appearance – 45

Bluestone: Safety – 69 Appearance – Above average score

Indian Village: Safety – 70 Appearance – 66

Scattered Sites: Safety – 70 Appearance – 62

Action Items for Safety

- Additional lighting
- All existing lights are working properly

- Additional fencing
- Cut shrubbery and large trees
- Increase communication with COPE Team – invite them to attend Resident Council meetings.
- Increase communication with residents
- Include safety tip in BI-weekly update and a safety article in the semi-annual newsletters.
- Continue participation in National Night Out
- Continue to observe Crime Prevention Week, Red Ribbon Week for Drug Awareness, National Fire Prevention Week.
- Continue partnerships with Boys and Girls clubs, Blue Ridge Behavioral Program, Teen Health Center, Boy/Girl Scouts, and COPE Team.
- Continue utilizing security guards at Melrose and Morningside.
- Continue quarterly fire drills at Melrose and Morningside
- Melrose and Morningside have secure facility because of card access system. Surveillance cameras are also present.
- Coordinate with fire department for utilization of Safe FireHouse exhibit.

Action Items for Appearance

- Cut shrubbery; trim trees, plant grass, edge sidewalks, and use landscaping timbers and plant flowers.
- Utilize Landscape Superintendent who was hired in summer 2001.
- Continue to use rent credits for trash pick up/beautification.
- Attend Resident Council meetings and brief neighbors on how to take care of the yard – pick up trash, cut grass, plant flowers and shrubs.
- Sponsor site competitions for “best yard” – curb appeal.

VA011h02

Required Attachment:

ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

Significant Changes to the Agency Plan

As mandated by the U. S. Department of Housing and Urban Development, the Housing Authority must define what is a substantial change to the Agency Plan. If a proposed change to the Agency Plan is considered a substantial change it must undergo a public process that includes: consultation with the Resident Advisory Board, a public comment period, public notification of where and how the proposed change can be reviewed, and approval by the Housing Authority Board of Commissioners. Therefore, the Housing Authority defines significant changes to the Agency Plan to be:

1. Changes to tenant/resident admissions policies.
2. Changes to the Section 8 termination policy;
3. Changes to the tenant' screening policy;
4. Changes to the public housing rent policies;
5. Changes to the organization of the waiting list;
6. Change in regard to demolition, disposition, designation, homeownership, or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

VA011i02

Required Attachment:

Needs Assessment of Demographic Changes with Site Based Waiting List

In accordance with 24 CFR §903.7(b)(2)(v)(A) and HUD Notice PIH 2000-43 (HA), the City of Roanoke Redevelopment and Housing Authority provides the following assessment of racial, ethnic or disability related resident compositions for each PHA site that operates under a site-based waiting list. This assessment reflects current occupancy data at the 10 developments that are implementing site-based waiting lists during FY2001. Subsequent submissions will reflect changes

Statistical Breakdown of Units Occupied effective 10/01/01

	Occupied as of 10/01/01	White	Black	Asian	Indian	Elderly	Disabled
Lansdowne	206	35	171	0	0	28	29
Lincoln	107	2	105	0	0	37	15
Hurt	98	13	83	2	0	13	9
Hunt	80	5	75	0	0	12	11
Melrose	202	73	129	0	0	144	56
Jamestown	128	67	48	12	1	6	30
Morningside	104	99	5	0	0	70	33
Bluestone	70	27	41	2	0	14	13
Indian	78	37	35	6	0	5	11
Scattered	41	11	28	2	0	1	5
Total	1114	369	720	24	1	330	212
Percentage		33.18%	64.75%	2.16%	0.09%	29.68%	19.06%

Statistical Breakdown of Units Occupied effective 10/01/00

	Total Units Occupied	White	Black	Asian	Indian	Elderly	Disabled
Lansdowne	275	52	221	2		33	37
Lincoln	119	2	117	0		38	7

Hurt	98	13	83	2		15	9
Hunt	88	8	80	0		12	10
Melrose	202	81	120	1		145	58
Jamestown	134	76	45	12	1	8	30
Morningside	100	97	3	0		70	28
Bluestone	72	28	42	2		15	11
Indian	71	35	31	5		6	10
Scattered	44	14	28	2		1	7
Total	1203	406	770	26	1	343	207
Percentage		36.51%	69.24%	2.34%	0.09%	30.85%	18.62%

Homeownership

The City of Roanoke Redevelopment and Housing Authority is continuing to examine the Section 8 Homeownership Program Final Rule, 65 Fed. Reg. 55134 (September 12, 2000).

The RRHA will continue its review of the final rule and reserves its right to implement Section 8 Homeownership by the capacity statement set out below.

In the event the Roanoke Redevelopment and Housing Authority implement a Section 8 Homeownership Program, it will:

1. Establish a minimum homeowner downpayment requirement of at least three percent (3%) and require that at least one percent (1%) of the downpayment come from the family's resources, or
2. Require that financing for the purchase of a home under its section 8 homeownership program will be provided, insured or guaranteed by the state or Federal government, comply with secondary mortgage market underwriting requirements or comply with generally accepted private sector underwriting standards.
3. The Roanoke Redevelopment and Housing Authority can demonstrate through previous homeownership programs such as; Home, Purchase Rehabilitation Program, Homeownership Program (Hop) and Turnkey homeownership Program (Highland Manor) which was a 80 unit program. As provided in the final rule a PHA can demonstrate its capacity to administer the program by satisfying one of the following criteria.

The Roanoke Redevelopment and Housing Authority can demonstrate through previous ownership programs such as; Home, Purchase Rehabilitation Program, Homeownership Program (Hop) and Turnkey homeownership Program (Highland Manor) which was a 80 unit program.

VA011j02
Required Attachment

**ROANOKE REDEVELOPMENT AND HOUSING
AUTHORITY**

PROGRESS IN MEETING THE 5-YEAR PLAN MISSION AND GOALS

1. Strategic Goal: Increase the availability of decent, safe, and affordable housing

Goal 1: Expand the supply of assisted housing

RRHA Actions

- The RRHA applied for additional Housing Voucher through the Mainstream Program for disabled persons for two consecutive years. Agencies were funded by lottery. The RRHA will continue to apply for Housing Vouchers associated with the disabled or handicapped persons.
- The RRHA has been able to leverage funds to rehabilitate an up-scaled apartment building, which will contain 80 units.
- The RRHA is continuing to rehabilitate units in the HOPE VI project at the Lincoln Terrace Development which will include market rate apartment and single homeownership units.

Goal 2: Improve the quality of assisted housing.

RRHA Actions

- The Housing Authority is identifying and implementing systems that will prepare it for the upcoming PHAS process including physical inspections and the customer satisfaction survey.

- The RRHA continues to utilize capital funds to conduct modernization work on developments.
- The Housing Authority is in the process of identifying systems to address and improve existing Section 8 delivery systems in order to achieve a SEMAP score of 95 or 100 percent.
- The RRHA continues to reorganize its departments and work to more effectively and efficiently utilize capital funds to improve the quality of housing units and the appearance of the developments.

Goal 3: Increase assisted housing choices.

RRHA Actions

- The RRHA continues to study the feasibility of adjustments to the housing voucher standards.
- Investigating the feasibility of implementing a Section 8 Homeownership Program.

2. Strategic Goal: Improve community quality of life and economic vitality

Goal 1: Provide and improved living environment

RRHA Actions

- The RRHA regularly monitors the income level of each development.
- The RRHA has been engaged in providing job training and other support services to improve the income of residents from within the public housing communities.
- The RRHA continues to demonstrate a commitment to find a proper income mix through providing programs to residents, such as Job Prep and Biz Prep.

3. Strategic Goal: Promote self-sufficiency and asset development of families and Individuals

Goal 1: Promote self-sufficiency and asset development of assisted households.

RRHA Actions

- Through the work of the Resident Services Division, the RRHA continues to provide residents with a variety of programs and support services to promote self-sufficiency. Programs and services offered to residents include: job readiness; job training, GED completion, computer literacy, family counseling, after school programs, and health services.
- The RRHA will continue to expand such services pending the availability of financial resources and physical space.
- The RRHA continues to operate an Upward Mobility through Public Housing Program called UMPH. It is a self-sufficiency Program associated with the Authority's HOPE VI Program.

4. Strategic Goal: Ensure equal opportunity in housing for all Americans.

Goal 1: Ensure opportunity and affirmatively further fair housing.

RRHA Actions

- The RRHA continues to take seriously the issue of fair housing in its administration of all housing programs.
- The RRHA is subject to the monitoring of an independent public accountant to insure that fair housing efforts continue to be implemented.